# General information on V7 File Conversions

## Example Vendor File to Version 7 Polling

Requirements:

- A file from a vendor or another source with at least the following fields: PLU/UPC code, Description and Price in a delimited format.
- A copy of V7 Polling.
- The desired destination register.
- Recommended: Microsoft Excel or similar program and a text file editor (WordPad or NotePad not Word).
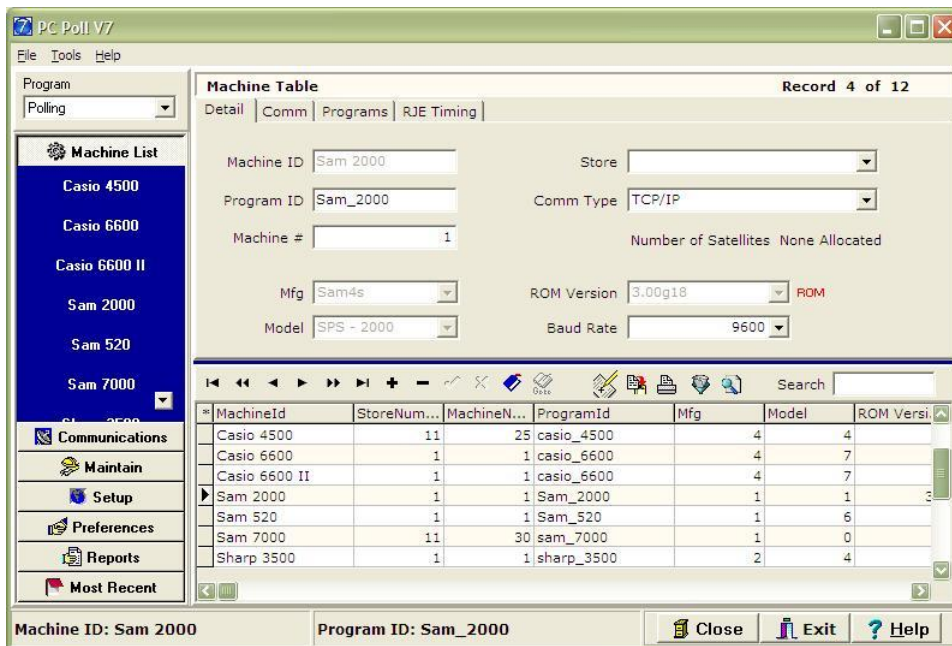

1. Open Version 7 Polling and create a machine of the desired type. In this example, we will use a Sam4s SPS2000 ROM 3.00g. See the Version 7 Polling manual for instructions on adding a new machine at: https://www.technology4retailers.com/t-pcpollmanuals.aspx .
2. If available, save all programs from the cash register.
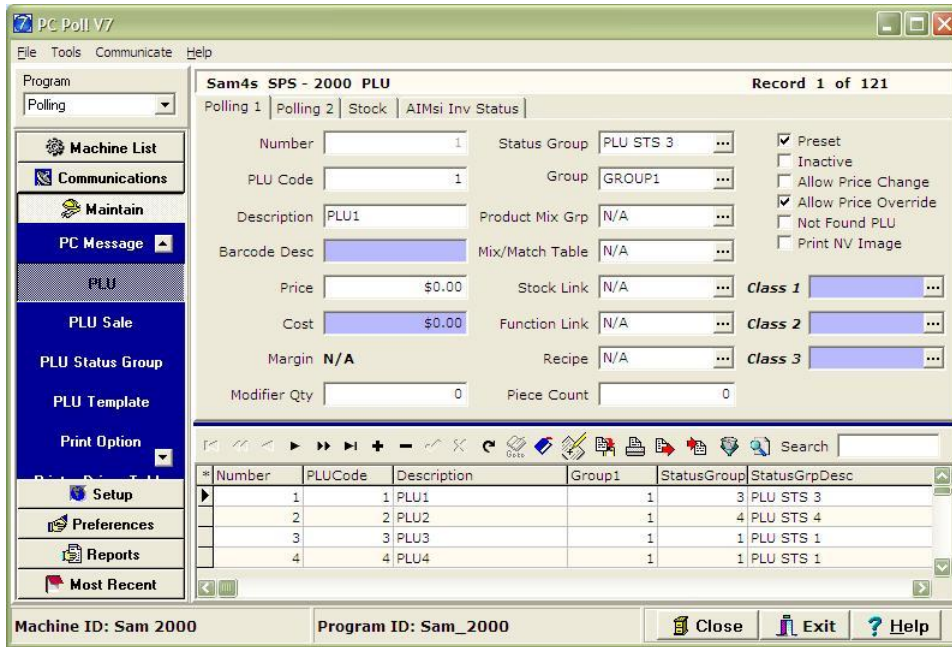
3.   Click on **Maintain** in the menu on the left of the screen. Next click on **PLU,** or **UPC,** or **Scan PLU** (depending on the register) in the left menu and look at the available fields in the lower grid.
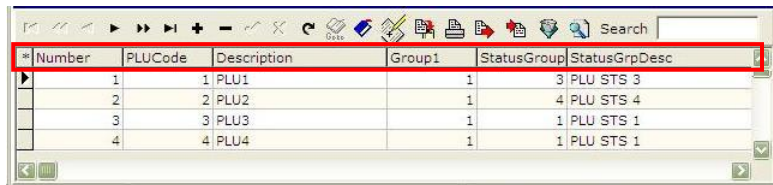
4.   The fields are displayed within the grid area at the bottom of the screen as column headers.
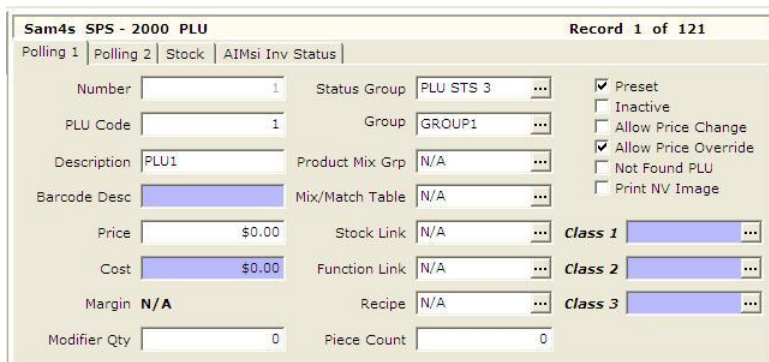

5.   In addition, they are also displayed in the detail area in the top right section.

6. Alternatively, they can be viewed by clicking the **Export Text File** button on the toolbar.


7. Now look at the vendor file that we wish to import. If possible, open the file within Microsoft Excel. Compare the fields within the PLU grid to what is listed in the vendor file. In the example pictured below, the only fields that both Version 7 Polling and the vendor file have in common are PLUCode (UPC Code), Price1 (SRP), and Description (Description).
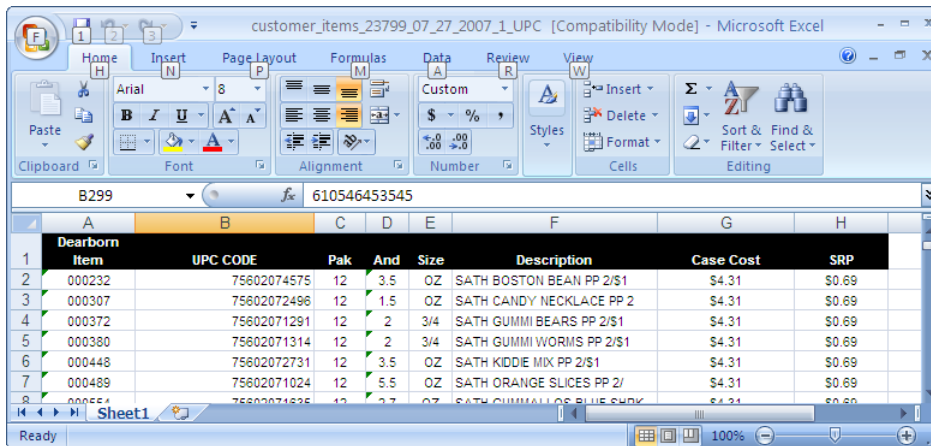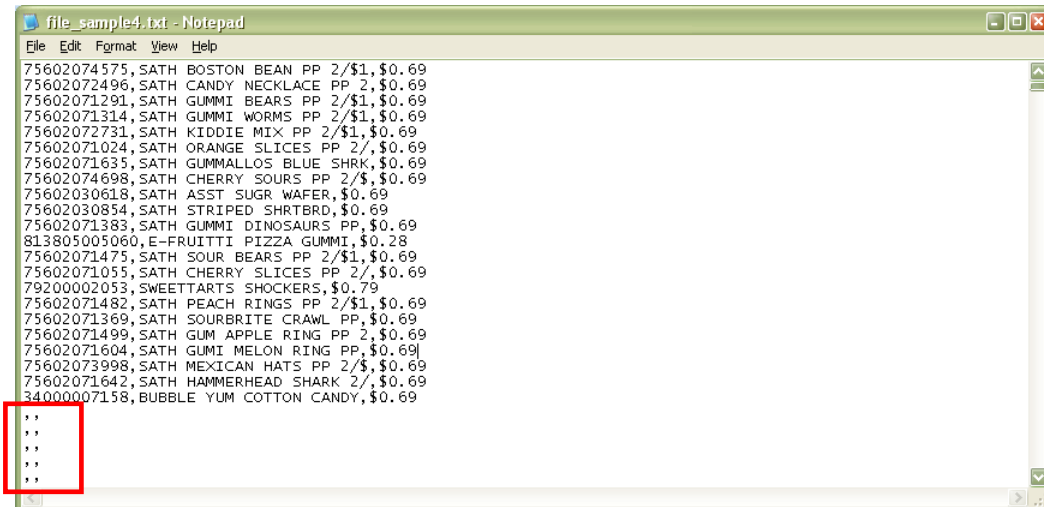

8. Within the vendor file, remove all unnecessary columns and column headers.
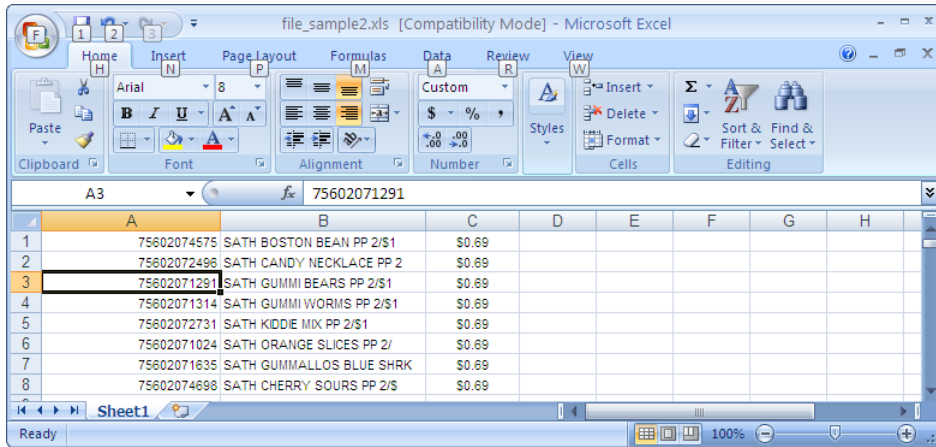
9. Save the file as a Microsoft *.csv file. This will create a comma delimited file.
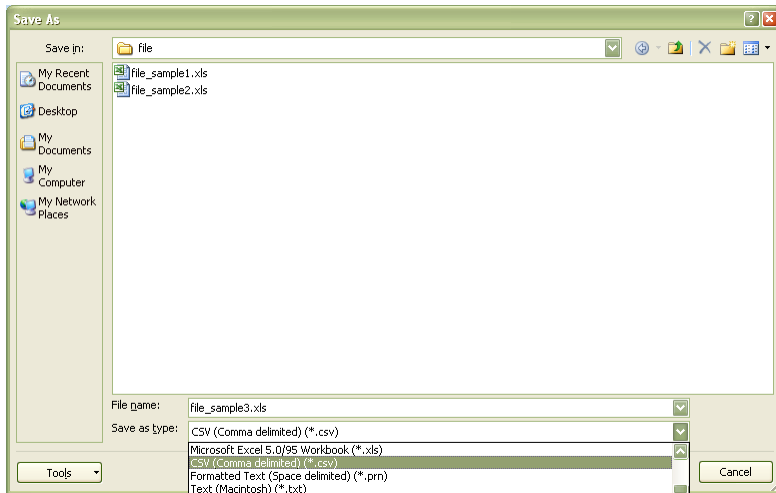
10. Now use a program like Windows Explorer to find the recently saved file and the original file that was exported from PC/POLL. The *.csv file should be renamed to match the name of the file that was exported from PC/POLL, for ease of use. You will also be changing the file extension from *.csv to *.txt. Note: You may need to change your Windows viewing properties to view file extensions of known types.
11. Open up the *.txt file and verify it looks correct, i.e. does not have extra commas after the last data field, etc. It is best to open the file in a program like WordPad.

```
file_sample4.txt - Notepad
File  Edit  Format  View  Help
75602074575,SATH BOSTON BEAN PP 2/$1,$0.69
75602072496,SATH CANDY NECKLACE PP 2,$0.69
75602071291,SATH GUMMI BEARS PP 2/$1,$0.69
75602071314,SATH GUMMI WORMS PP 2/$1,$0.69
75602072731,SATH KIDDIE MIX PP 2/$1,$0.69
75602071024,SATH ORANGE SLICES PP 2/,$0.69
75602071635,SATH GUMMALLOS BLUE SHRK,$0.69
75602074698,SATH CHERRY SOURS PP 2/$,$0.69
75602030618,SATH ASST SUGR WAFER,$0.69
75602030854,SATH STRIPED SHRTBRD,$0.69
75602071383,SATH GUMMI DINOSAURS PP,$0.69
81380500560,E-FRUITTI PIZZA GUMMI,$0.28
75602071475,SATH SOUR BEARS PP 2/$1,$0.69
75602071055,SATH CHERRY SLICES PP 2/,$0.69
79200002053,SWEETTARTS SHOCKERS,$0.79
75602071482,SATH PEACH RINGS PP 2/$1,$0.69
75602071369,SATH SOURBRITE CRAWL PP,$0.69
75602071499,SATH GUM APPLE RING PP 2,$0.69
75602071604,SATH GUMI MELON RING PP,$0.69
75602073998,SATH MEXICAN HATS PP 2/$,$0.69
75602071642,SATH HAMMERHEAD SHARK 2/,$0.69
34000007158,BUBBLE YUM COTTON CANDY,$0.69
,,
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,,
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```

12. In the example above, the file has dollar signs ($) before each price and a few extra rows of empty data fields (in the red box). Both have to be removed before importing the file into Version 7 Polling. To correct this, use the Notepad replace commands. On the **Edit** menu in NotePad, scroll down to **Replace**.
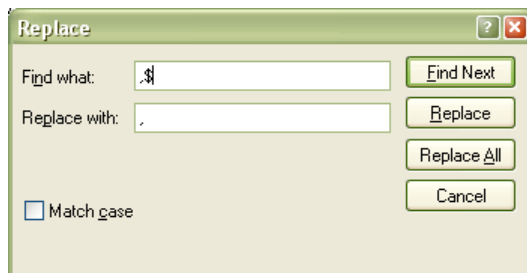
13. On the Replace screen, enter ",$" in the **Find what** field and "," in the **Replace with** field. Click **Replace All**. All the dollar signs will be replaced with a comma.
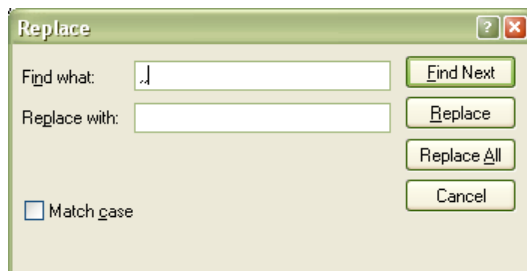
14. To remove blank lines at the bottom of the screen, in the Replace screen, enter ",," (two commas) in the **Find what** search box and put nothing in the **Replace with** filed. Click **Replace All**.
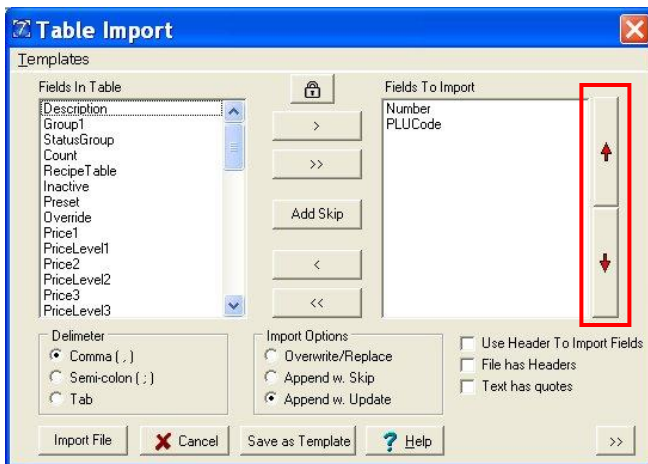
Finished File

15. Save the edited file. All the dollar signs ($) have been removed all with the blank lines at the bottom of the file.


16. Return to V7 Polling & select the **Import From Text File** button on the toolbar.
17. Rearrange and remove fields as needed, so that the **Fields To Import** column matches the record layout of your vendor file.


18. Use the red up and down arrows on the right in the red box to move fields up and down in order in the Fields to Import area.
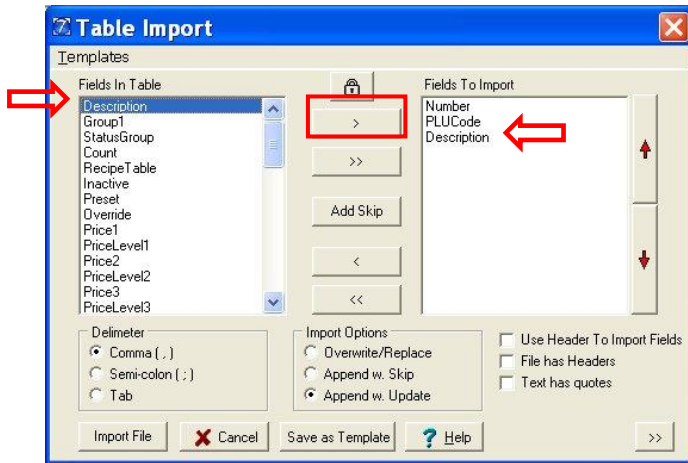
19. Use the single **Chevron** buttons (**<** and **>**) to move fields one at a time to the left from the **Fields In Table** area (inactive area) into the Fields To Import area (active area) on the right. Use the double **Chevron** buttons (**<<** and **>>**) to move all fields from the Fields In Table to the Fields To Import area or back again. In the example above, the single Chevron (>) button in the red box was used to move "Description" to the right into the Fields To Import window.
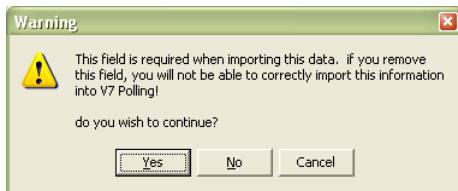

20. If the user tries to remove a required field, the warning above appears.
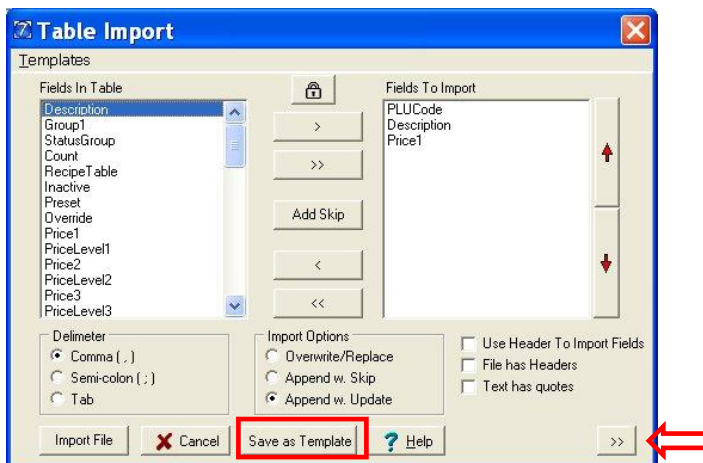
21. Click the **Save As Template** button at the bottom of the screen to save your file layout. To view the template grid, click the double **Chevron** (**>>**) button on the lower right by the red arrow.
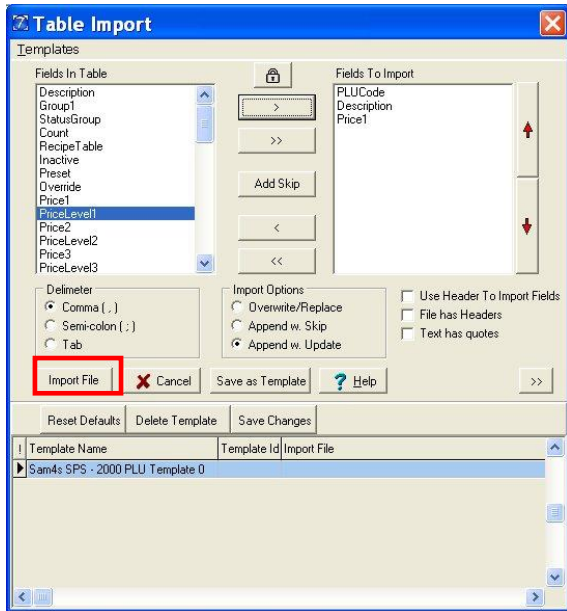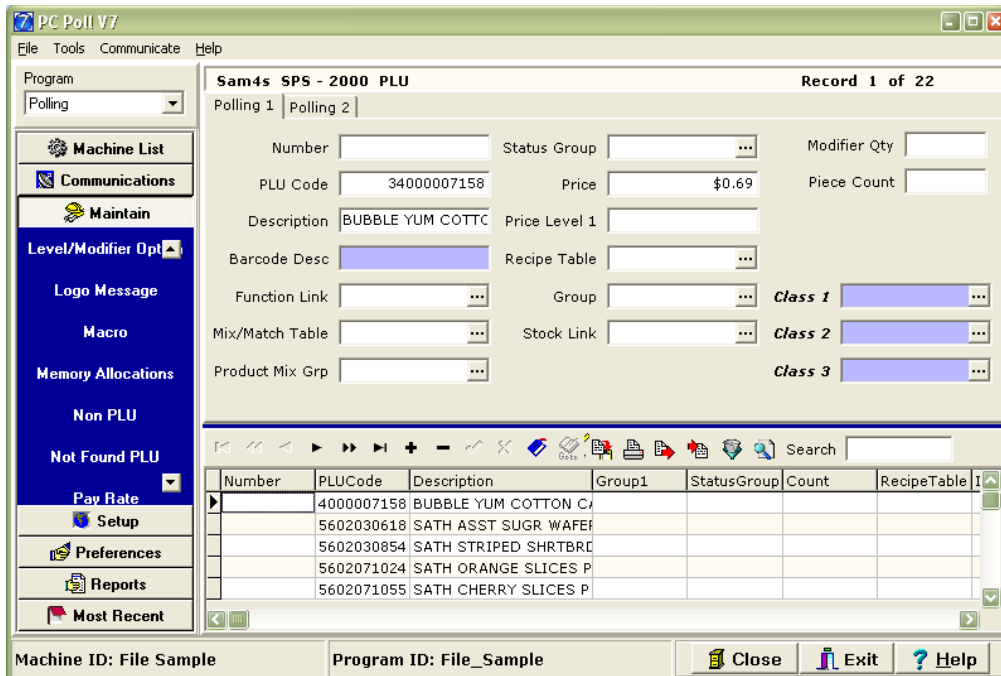
22. The new template has been added. Click **Import File** to begin the import.
The Template Name, Template ID, and Import file location can be edited by clicking in the appropriate cell in the lower grid and typing in the new information.
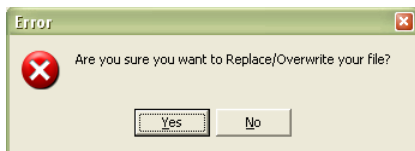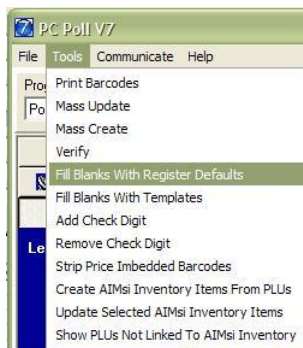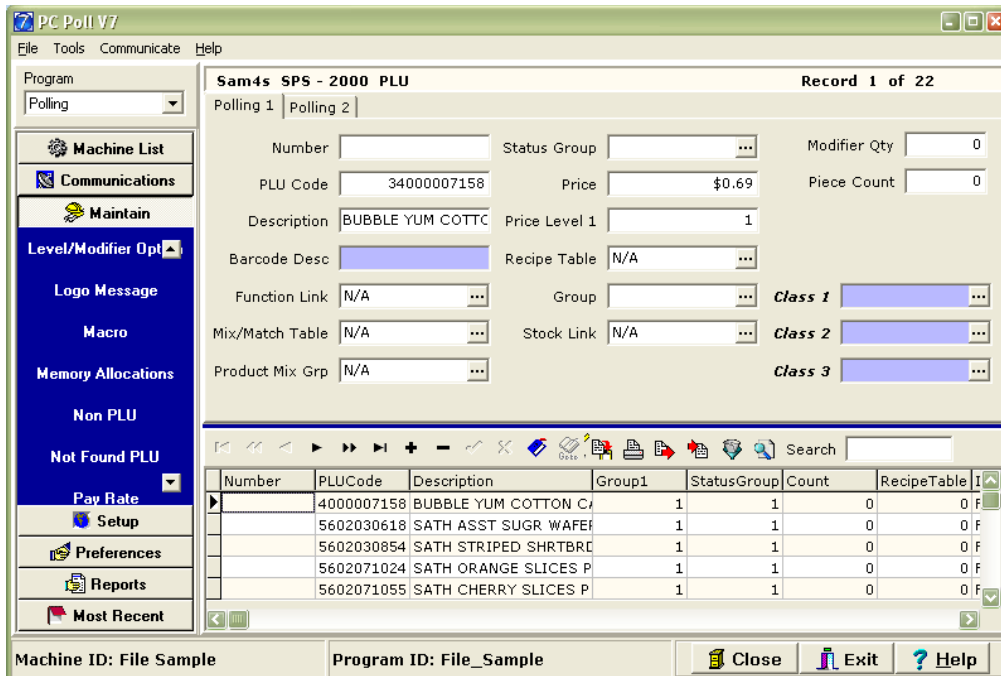

23. Click the **Yes** button.

24. After it has completed, your items will be displayed in the lower grid. *Note: Many register specific fields are missing.*

25. From the **Tools** menu at the top left of the screen scroll down to **Fill Blanks With Register Defaults** to fill the missing fields with register defaults or with custom defined templates.

26. The software will go through and populate all empty data fields. *Note: The Number field is a column only used by the software during the saving process. It is not needed for sending the file to the cash register and thus will not be populated.*
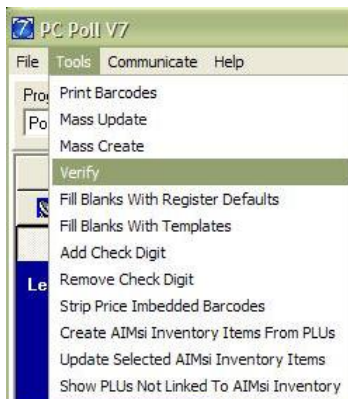
27. Now return to the **Tools** menu and select the **Verify** option from the scroll menu.
28. If needed edit the file and/or remove duplicates.
29. Customize the file as desired.
30. Send the file to the cash register.
31. Verify items within the cash register.

Notes

A. It is a good idea to look over your vendor file to be sure that Microsoft Excel is correctly displaying all your PLU/UPC codes. Excel can translate the data into scientific notation, which can result in the loss of significant digits. It is best to set the PLU/UPC code column to a text column.

B. Depending on the register type, users may need to add or remove check digits and prefix values from the barcodes. TRI-TECHNICAL SYSTEMS does offer a file conversion service that could help with this process. There is also an option with the **Tools** menu (**Remove Check Digit**) to help with this process.

C. Sharp cash registers also need a Type value for each UPC code. Consult an online source, such as, http://en.wikipedia.org/wiki/Universal_Product_Code, to help with defining barcode types. TRI-TECHNICAL SYSTEMS does offer a file conversion service that could help with this process.

D. It is possible to subdivide the PLU/UPC file and use the fill blanks with user-defined values for customization such as department types, etc. With this option, import the partial file using one of the append options.